

# The Pipeline

Volume 2000, Issue 10

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## Taking Chaos in Stride

By Lisa Aug, CFC - Communications

Take comfort from the apparent chaos in offices on the 5<sup>th</sup> floor of the CHR building – it means the first moves in the Great CFC/CHR Floor Swap are on track, on schedule and progressing according to plan.

Movers will clear the area on the 5<sup>th</sup> floor designated for the CHS executive office pod in good time for the construction crew to begin building that pod on March 20. We hope they will finish that work by late April.

The Finance Cabinet's plan is for the construction crew to work only at night, thus minimizing the disruption to our work. The crew will also be taking as many precautions as possible to prevent odors from leaving the immediate construction area.

Please send any questions, comments or suggestions to [lisa.aug@mail.state.ky.us](mailto:lisa.aug@mail.state.ky.us).

## Bowl For Kids' Sake

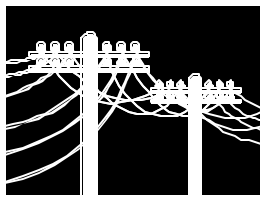
The annual Bowl for Kids' Sake fundraiser to benefit Big Brothers/Big Sisters is scheduled for March 13-17 at Capitol Bowl.

The bowl-a-thon helps raise money to support local volunteer recruitment efforts, screen adult volunteers who work with children, and provide a professional staff to monitor the pairings of adults and children. To sign up and join the fun, contact Carmen Maxson at 502/564-4770, extension 3570.



## Power Outage

There will be a power outage on Sunday March 12 from 6:00 a.m. until 12:00 noon in the Frankfort CHR Complex. Please make sure all computers, printers and other equipment are turned off when you leave your workstation prior to this scheduled outage.



## Changes for Pipeline/Web Site; A Magazine for CFC

By Margaret Davis Harney, CFC - Communications

In its continuing efforts to keep all employees of the Cabinet for Families and Children well-informed on issues, the CFC Communications Office will launch a new publication April 28 – a publication that will provide more in-depth information than a short newsletter such as the *Pipeline* allows. *Pipeline* will become a one- or two-page newsletter just for CFC's Frankfort staff and all employees working in the CHR complex, including Health Services employees. The new publication will be a magazine of at least eight pages per issue and will include information important to all CFC staff statewide.

The first issue will focus on child abuse and will include a day with a worker in the field and an interview with an adult survivor of child abuse. Each issue will also include regular columns on employee benefits, best practices, client and worker success stories, readers' views and more. The magazine will eventually appear monthly, but the first few issues will be published bi-monthly to allow us to work out any problems.

For maximum convenience at low cost, it was decided to make the new publication an on-line magazine, tentatively titled *CFC On-line*, which you can access from the cabinet's Web site as you now access *Pipeline*. In preparation for adding more information, the site is being fine-tuned to eliminate dead links and update material. The joint CFC and Health Services site at <http://cfc-chs.chr.state.ky.us/chr.htm> will soon be eliminated, since each cabinet has a separate home page: <http://cfc-chs.chr.state.ky.us/cfachome.htm> for CFC and <http://cfc-chs.chr.state.ky.us/chshome.htm> for CHS. Please notify the respective Web masters or Communications if you find outdated information or dead links.

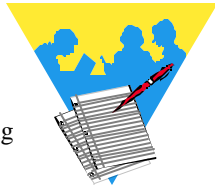
You've probably noticed that changes have already been made to *Pipeline*. Patricia Boler, CFC Communications, has been doing the layout for *Pipeline* for more than a year and has now assumed the editorship, allowing former editor Margaret Davis Harney time to edit and design *CFC On-line*. Your suggestions and comments for both publications are welcome. For *Pipeline*, contact Boler at

<mailto:patricia.boler@mail.state.ky.us>; for CFC On-line, contact Harney at <mailto:margaret.harney@mail.stat.ky.us>.

## CHS Personnel Action Processing Improves

By Julie Benedict, CHS Personnel

Personnel Action Processing took a step in the right direction on March 1, 2000, when Position Descriptions (PDs) were entered on-line for the first time. This is another milestone for CHS in implementing EMPOWER Kentucky initiatives.



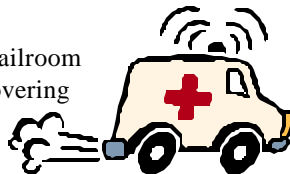
This new electronic capability speeds the processing substantially while achieving greater accuracy levels. For example, the new system points out problems such as percentages not totaling 100%, omission of a supervisor and/or employee name, and other related items. The PD is then forwarded electronically through the Cabinet's approval paths and directly submitted to the Personnel Cabinet. Since the typed name serves as the signature, this eliminates down time.

The next phase in this project is to have PDs on-line for all existing positions within the Cabinet. In the future, managers and supervisors will define tasks and responsibilities of positions in their organizational unit directly from their desktop for submission on-line. In addition, CHS Human Resource staff is piloting a web-enabled imaging and records system being developed by the Personnel Cabinet. This new system will allow register applications to be viewed from an individual's desktop.

The future will bring a totally electronic workflow for processing personnel and position actions. The way we do our work is indeed changing, and we believe for the better – one step at a time.

## Sick Leave Requests

**John Downey**, an employee in the mailroom of the CHR Building, is on leave recovering from surgery and has exhausted his time. To donate leave, contact Sandra Daniels at 564-8066.



**Marsha McLean**, an employee of Revenue, is off work indefinitely due to heart problems, and she is in need of donated sick time. To donate leave, contact Patsy Conway or Mike Whitaker at 875-7706.

**Pipeline**, a weekly newsletter for employees of the Cabinets for Families and Children and Health Services, welcomes reader comments and contributions. Items for Pipeline are due by 4:30 p.m. Tuesday Call (502) 564-6786 or

send information to Patricia Boler at [Patricia.Boler@mail.state.ky.us](mailto:Patricia.Boler@mail.state.ky.us)

## Accreditation Standards

By Lisa Aug, CFC - Communications

*Accreditation is like a mosaic or a patchwork quilt . . . we use a variety of methods and activities to determine compliance.*



The Council on Accreditation is judging the Cabinet for Families and Children on two separate sets of standards:

Standards for the specific programs for which Kentucky is seeking accreditation;

General standards for how well the Cabinet as a whole operates.

Here are the two sets of standards.

### KENTUCKY SERVICE STANDARDS

- S.2 Home-based - Family-centered casework
- S.10 Child Protective Services
- S.11 Adult Protective Services
- S.14 Adoption Services
- S.21 Foster Care Services
- S.27 Residential Treatment

### GENERIC STANDARDS

- G1 Organizational Purpose and Relationship to the Community
- G2 Continuous Quality Improvement Processes
- G3 Organizational Stability
- G4 Management of Human Resources
- G5 Quality of the Service Environment
- G6 Financial and Risk Management
- G7 Professional Practices

The council will judge our compliance with these standards using several different methods, including the following:

### COA REVIEW METHODS

- Self-study and documentation materials
- Questionnaires to leadership, advisory councils, community, staff, customers
- Site review observation
- Site review interviews with leadership, advisory councils, staff, customers
- Record reviewers: customer, human resources
- Review of facilities

The council will rate our compliance with these standards on a four-point scale:

### COA RATING SCALE:

- |             |                        |
|-------------|------------------------|
| Rating of 1 | Full compliance        |
| Rating of 2 | Substantial compliance |

Rating of 3  
Rating of 4  
NA

Partial compliance  
Non-compliance  
Not applicable